

# THE TULALIP TRIBES

## Public Works Division

### Job Description

**JOB TITLE:** Senior Manager of Facilities

**JOB NUMBER:** TTT-011-07

**NOTE:** Sections in box are minimum requirements that all applicants must have to be considered for this position. These requirements must be stated on your application form in order to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

Must be able to commit to strive for a successful employment history with Tulalip Tribes or other outside businesses

**EDUCATION: (Please attach all required education documents with applications; i.e., diploma, degrees, certification, etc.)**

- ☐ High School Diploma or GED equivalent **Required (Please Attach)**
- ☐ Graduation from a Four-Year University of College with a degree in Public or Business Administration, Political Science or related field. Experience over and above requirements may be substituted for degree requirements.

**SKILLS:**

- ☐ Must have working knowledge of budgeting, grant writing, employee evaluation process and deadlines.
- ☐ Must be able to effectively communicate orally and in writing.
- ☐ Must be organized and able to handle multiple departments and projects.
- ☐ Must have leadership skills and ability to develop people.
- ☐ Must be able to compose routine departmental correspondence, i.e., letters, reports, etc.
- ☐ Must be computer literate with working knowledge of Microsoft programs.
- ☐ Must have demonstrated a working knowledge of Native American Communities.

**EXPERIENCE:**

- ☐ Must have at least Five (5) years experience working in a maintenance or custodial environment.
- ☐ Must have at least Five (5) years experience in management, supervisory, or leadership roles.

**OTHER REQUIREMENTS:**

- ☐ Must be willing to attend progressive job related training as deemed necessary.
- ☐ Must have a valid State Drivers License, proof of valid car insurance and a reliable vehicle. **(Please Attach Documents)**
- ☐ Must have a successful work history with the Tulalip Tribes and other employers.
- ☐ Maintain strict confidentiality.
- ☐ Must be flexible to respond to tribal needs at all times. (nights, weekends and/or holidays)
- ☐ Tolerance and patience to deal with upset, angry, frustrated and/or intoxicated customers/employees.

**Physical Characteristics and/or Prerequisites:**

- ☐ Must be able to walk in a variety of terrain.
- ☐ Ability to climb stairs frequently.
- ☐ Manual and finger dexterity for the operation of personal computer and routine paperwork.
- ☐ Stamina to sit, stand, and/or walk for prolonged periods of time.
- ☐ Mobility to bend and/or stoop on frequent basis.

**Tribal Department:** Public Works Division

**Employee Classification:** Exempt

**Job Summary:** Organize, direct and coordinate the activities of the Tulalip Tribes Building and Custodial Maintenance and Cemetery. Delegates the duties to employees, keeps daily logs of work performed. Plans and maintain the custodian budget, maintains all functions and tables and chairs, maintain sound and video equipment.

**Employee Reports To:** Public Works Director

**Extent of Job Authority:** The position delegate's considerable authority for the performance of technical and day-to-day administrative activities supervisors since the major emphasis is on overall administration and coordination.

**Specific Duties Performed:**

1. Responsible for the overall operation of the Tulalip Tribes Maintenance/Custodial and Building Departments; including, but not limited to:
  - a. Confers with and advises department supervisors and leads on problems relating to the activities of their division.
  - b. Delegate responsibility and appropriate authority to assigned staff. Monitor daily work activities to assure the timely and accurate completion of functional responsibilities. Maintains daily work logs of staff.
  - c. Develops general policies in consultation with department supervisors for maximum utilization of available financial resources through appropriate allocations of manpower, supplies and equipment services.
  - d. Prepare and conduct oral and written employee performance evaluations. Recognize superior job performance. Effect correction in undesirable trends in performance consistent with established city policy.
  - e. Confers with the Tulalip Tribes Public Works Director and with appropriate department supervisors concerning maintenance service.
  - f. Support a positive work environment, keep other informed of work issues and programs by maintaining quality communications, display initiative to resolve problems and capitalize on opportunities in the job and maintain a work environment supporting fair and equal treatment of employees with in the Tulalip Tribes HRO 84.
  - g. Forecasts, monitors and reports departmental budget needs.
  - h. Coordinates and ensure the setting up and tear down of tables and chairs for functions; ensures that proper sound and video systems is working and available for requested functions or where deemed necessary.
2. Set department goals and prioritize as appropriate.
3. Meet with vendors, contractors and consultants regarding departmental activities. When time to replace equipment to gain maximum use at minimum cost, purchase new equipment, dispose of surplus equipment and schedule/monitor equipment maintenance/repair.
4. Assist the Tulalip Tribes Public Works Director in developing strategic plans relating to the operation of the department's goals, personnel allocation, budget and operation.
5. Assist in the preparation of construction/maintenance contracts of equipment and materials bid specifications. Provide for proper distribution of RFP's, analyze proposals submitted and select the most appropriate bidder capable of achieving bid specifications successfully and administer the contract.
6. Resolve citizen complaints, analyze the problems, provide for a timely response and contribute to a favorable image of the organization.
7. Maintain awareness of State and Federal safety requirements, monitor operations to assure a safe working environment, proved for necessary safety training (along with Risk Manager), and supervise health testing (hearing, first aid, CPR, spray licensing etc).
8. Ability to review plans and oversee construction projects, both Tulalip Tribes and Developer projects.
9. Emergency Management Representative and Coordinator.
10. Forecasts, monitors and reports departmental budget needs.
11. Other related duties as assigned.

**Term of Employment:** This is a regular Full-Time position, requiring 40 hours per week or 2080 hours per year.

**Pay Range:** \$32.09-\$43.02

**Opening Date:** January 23, 2007

**Closing Date:** February 6, 2007 @ 4:00 p.m.

**Please return your completed application with required attachments, by the closing date and time, to the Tulalip Tribes Employment Office, located at 6103 31<sup>st</sup> Avenue N.E. Tulalip, WA 98271. Tulalip Employment hours Monday-Friday, 8:00 a.m. to 4:30 p.m. (360) 651-3686 or toll free 1 (800) 869-8287, ext. 3686.**